S.P.B. PATEL ENGINEERING COLLEGE
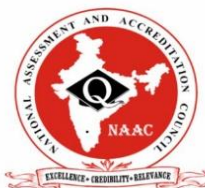SAFFRONY INSTITUTE OF TECHNOLOGY CAMPUS

Minutes of Meeting
&
Action Taken
Year - 2021

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Minutes of Meeting - Constitution of IQAC Committee

The 1st meeting of the IQAC was held on 18th June 2021 which was attended by the following members :

1. Dr. Narshi Sherasia – Principal

2. Dr. Gulab Bambhaniya – H&S Department

3. Mr. Bimal Trivedi – Industry Expert

4. Mr. Dipak Dadia – Industry Expert

5. Mr. Dipak Patel – I/c Registrar

6. Prof. Chitralekha Nahar – Mechanical Department

7. Prof. Jaimin Jani – Computer Department

8. Prof. Akshay Kansara – IT Department

9. Prof. Ekta Joshi – Computer Department

10. Prof. Nirav Joshi – Electrical Department

11. Prof. Jignesh Kadia – Electrical Department

12. Prof. Avani Dedhia – Civil Department

13. Prof. Kunalsinh Kathia – Mechanical Department

The following members could not attend the meeting:

1. Mr. Manish Sanghani - Trustee

1. Introduction:

Dr. Narshi Sherasia, Principal, Chairman of the IQAC welcomed the members for the first meeting of the IQAC. He emphasized the significance of forming the IQAC, highlighting the pivotal role it would play in fostering a culture of

quality, accountability, and continuous improvement. Thereafter, the agenda items were taken for consideration as under:

2. Rationale for IQAC:

Dr. Narshi Sherasia, conveyed the need for the establishment of an Internal Quality Assurance Cell (IQAC). He shared that the IQAC serves as a mechanism to enhance the overall quality of education and optimize the functioning of the institution. He also said that the IQAC would foster a culture of excellence, helping the institution remains responsive to the dynamic needs of students, faculty, and other stakeholders.

3. Discussion on IQAC Objectives:

The members had discussion, on the common objectives of the IQAC, and there was a consensus on the Primary Objectives of IQAC as under :

- Develop and maintain quality benchmarks in academic and administrative processes.

- Ensure continuous improvement in teaching, learning, research, and governance.

- Monitor and evaluate the effectiveness of institutional functions and programs.

- Foster a culture of innovation, excellence, and quality consciousness.

- Facilitate internal and external reviews to ensure compliance and transparency.

- Engage stakeholders in quality enhancement through feedback and consultations.

- Support faculty and staff professional development for improved competencies.

- Establish data-driven mechanisms for evidence-based decision-making.

- Enhance institutional reputation and competitiveness through accreditation and recognition efforts.

Dr. Narshi Sherasia, outlined the next steps for the IQAC Committee, including the development of policies for effective monitoring mechanisms.

The meeting ended with a vote of thanks, expressing gratitude for the commitment of all members and urged their dedication for smooth functioning of the IQAC Committee.

Prof. Akshay Kansara
(Member Secretary)

Dr. Narshi Sherasia
(Chairperson)

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4. All Concerned Members

Action Taken:

1. Development of Quality Benchmarks: A committee consisting of faculty members and administrative staff was established to develop and maintain quality benchmarks in both academic and administrative processes. The committee has initiated the process of identifying key performance indicators (KPIs) and establishing benchmarks aligned with institutional goals.

2. Continuous Improvement Initiatives: Various subcommittees have been established to oversee continuous improvement initiatives in teaching, learning, research, and governance. These subcommittees are tasked with identifying areas for improvement, implementing action plans, and monitoring progress towards predefined objectives.

3. Monitoring and Evaluation Mechanisms: The IQAC has initiated the implementation of robust monitoring and evaluation mechanisms to assess the effectiveness of institutional functions and programs. This includes regular audits, surveys, and performance reviews conducted internally and externally.

4. Cultural Enhancement Efforts: To foster a culture of innovation, excellence, and quality consciousness, the IQAC has organized workshops, seminars, and training sessions for faculty, staff, and students. These initiatives aim to instill values of creativity, excellence, and continuous improvement across the institution.

5. Engagement with Stakeholders: The IQAC has established channels for soliciting feedback from various stakeholders, including students, faculty, alumni, and employers. Feedback mechanisms such as surveys, suggestion boxes, and focus group discussions have been implemented to gather inputs for quality enhancement.

6. Professional Development Programs: The IQAC is collaborating with relevant departments to design and implement professional development programs for faculty and staff. These programs focus on enhancing competencies, adopting best practices, and staying abreast of emerging trends in their respective fields.

7. Data-Driven Decision Making: Efforts are underway to establish data-driven mechanisms for evidence-based decision-making. This involves leveraging data analytics tools and systems to analyze key performance metrics and inform strategic decisions.

8. Accreditation and Recognition: The IQAC is working towards enhancing institutional reputation and competitiveness through accreditation and
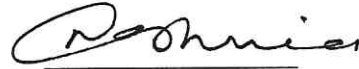
recognition efforts. This includes preparing documentation, conducting self-assessments, and engaging with accrediting bodies to meet accreditation standards.

Conclusion:

The IQAC is committed to implementing the agreed-upon objectives and actions to ensure the continuous enhancement of quality and effectiveness across the institution. Regular progress reviews and updates will be provided to all stakeholders to maintain transparency and accountability in the process.

Prof. Akshay Kansara
(Member Secretary)

Dr. Narshi Sherasia
(Chairperson)

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